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|  | **QUESTION** | **RESPONSE** |
| **WARM‑UP QUESTION** | | |
| 1 | Briefly, would you summarize your work history & education for me? |  |
| WORK HISTORY | | |
| 2 | Can you describe for me one of your most important accomplishments? |  |
| 3 | Describe for me one of the biggest disappointments in your work history. |  |
| **JOB PERFORMANCE** | | |
| 4 | Do you prefer working alone or in groups? |  |
| 5 | What are some things you would like to avoid in a job? Why? |  |
| 6 | What are some things you particularly liked about your last job? |  |
| **EDUCATION** | | |
| 7 | What courses in school have been of most help in doing your job? |  |
| **CAREER‑ GOALS** | | |
| 8 | What would you most like to accomplish if you had this job? |  |
| 9 | What might make you leave this job? |  |
| **SELF‑ASSESSMENT** | | |
| 10 | What kind of things do you feel most confident in doing? |  |
| 11 | How would you describe yourself as a person? |  |
| **MOTIVATION** | | |
| 12 | What is your professional goal? |  |

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| **LEADERSHIP** | | |
| 13 | How would you describe your basic leadership style? Give specific examples of how you practice this? |  |
| 14 | Do you feel you work more effectively on a one to one basis or in a group situation? |  |
| **STRESS TOLERANCE** | | |
| 15 | What has been the highest-pressure situation you have been under in recent years? How did you cope with it? |  |
| **STABILITY & MATURITY** | | |
| 16 | What do you like to do best? |  |
| INTEREST IN SELF DEVELOPMENT | | |
| 17 | What has been the most important person or event in your own self -development? |  |
| ORAL PRESENTATION SKILLS | | |
| 18 | Have you made any individual presentations?  recently? How did you prepare? |  |
| **WRITTEN COMMUNICATION SKILLS** | | |
| 19 | What has been your experience in giving verbal presentations? |  |
| 20 | Would you rather write a report of give a verbal presentation? Why? |  |
| **ADDITIONAL INFORMATION** | | |
| 21 | Please list any additional skill-sets relative to this position. |  |
| 22 | What was your college class rank? |  |
| 23 | Would you be able to provide a copy of your college transcript? If so, when? |  |